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23 April 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Mr. Bannerman's Participation at Records
Conference - 7 May 1968

1. The 1968 Spring Conference for some 65 of the Agency's Records Management Officers will be held in the Headquarter's Auditorium on Tuesday, 7 May from 1:00 to 4:30 p.m. The Conference theme is Agency Records and procedures related to History, Archives, or Vital Records and the development of an Agency Records Retention Plan.

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2. [REDACTED] of the Agency Historical Staff has concurred in our proposal to invite the Component Historians to the Conference plus any interested Administration Officers. [REDACTED] will extend the invitation to the DDP Historians.

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3. Dr. James B. Rhoads, Acting Archivist of the United States (since Dr. Bahmer retired last month) has agreed to speak to the group on Archives of an Agency. Dr. Edward G. Campbell, Director of the National Archives will speak on the development of an Agency Records Retention Plan to identify the various types of records that constitute Archives and Historical documents.

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4. [REDACTED], has agreed to speak about writing Agency history, and to provide some advice and guidance for the Agency Records Officers and Historians. As the CIA Records Administration Officer, I will have only a few remarks to define Vital Records and where they fit with regard to Archives and History and to explain the facilities and procedures available to the historians through their Records Officers and the Records Center.

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5. Because of Dr. Rhoads' position as head of the National Archives and Records Service, and this Agency's current association with his organization at Suitland, I believe it appropriate to have Mr. Bannerman introduce Dr. Rhoads at the Conference at about 1:10 p.m. We will schedule such an introduction with ten or fifteen minutes of the Program time if he so desires and will provide him with the necessary background notes.

6. It is further suggested that this opportunity could be used to enlarge the Agency rapport with Dr. Rhoads, whom we feel soon will be appointed Archivist. If it is convenient, perhaps Mr. Bannerman could invite Dr. Rhoads to lunch in the Executive Dining Room from 12:00 to 1:00, then proceed to the auditorium together. Dr. Rhoads is scheduled for 20 or 30 minutes after which he and Mr. Bannerman could leave the auditorium together. We had intended to provide transportation to Dr. Rhoads from National Archives and return.

7. The importance of this Conference is seen in the current incomplete interactions of historians and Records Officers, their independent, yet mutual dependence upon the Agency Archives and Records Center, and the need to control the mounting volumes of Agency Archives (5,000 cubic feet), Vital Records (10,000 cubic feet), and inactive office records (66,000 cubic feet). I feel certain the Conference and participants will benefit from Mr. Bannerman's participation in opening the proceedings and introducing Dr. Rhoads. I feel equally confident Mr. Bannerman will enjoy lunch with this young, personable, and very successful public administrator.

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CIA Records Administration Officer

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